

31 Oct 19

From: MIDN LT Richard Alonso, USN, Commodore, Yard Patrol Squadron
To: CDR Brian Mello, USN, Commandant Operations Officer, US Naval Academy
Via: (1) LT Chris Cheng, USN, Officer Representative, Yard Patrol Squadron
(2) LT Cathleen Wise, USN, Assistant Officer Representative, Yard Patrol Squadron
(3) LT Hannah Kidd, USN, ECA/BSA Officer, US Naval Academy

Subj: YP SQUADRON CONSTITUTION REVISION

Ref: (a) COMDTMIDNNOTE 1710
(b) COMDTMIDNINST 1710.14 (series)

Encl: (1) Yard Patrol Squadron Constitution
(2) Yard Patrol Squadron By-laws

1. The Yard Patrol Craft Squadron (YPRON) maintains an active extracurricular status with Brigade Support Activity exemptions under reference (a).
2. In order to reflect YPRON's current activities, structure and role within the Brigade, the midshipman staff has deemed it necessary to revise its Constitution and bylaws IAW reference (b). The midshipman leadership took the following steps to ensure enclosure (1) and enclosure (2) were fair and reflective of the ECA.
 - a. The Commodore and Chief of Staff drafted the new Constitution and bylaws, and presented them to the entire midshipman staff for review.
 - b. The midshipman staff members each read the revision and recorded any changes to be made. The Commodore and Chief of Staff drafted subsequent revisions until all staff members unanimously approved the documents.
 - c. The Commodore passed up the documents to the Yard Patrol Squadron Officer Representatives for final revisions and approval.
3. A copy of this document and its enclosures will be retained digitally in staff files and in the YPRON Wardroom in Luce Hall. A bylaw has been added for future revision and maintenance.

Very respectfully,



R. J. ALONSO
MIDN USN

**United States Naval Academy Yard Patrol Squadron
ECA CONSTITUTION**

MISSION

The mission of the Midshipmen-run Yard Patrol Squadron (YPRON) is to provide the Brigade opportunities to enhance their leadership, seamanship and navigation skills in a safe and controlled learning environment that mimics that of the Fleet.

EXECUTION

Midshipman crews practice onboard 676- and 703-class Yard Patrol (YP) Craft provided by Waterfront Readiness (WFR) and execute out-of-area movement orders to ports on the Eastern Seaboard. Scheduled underway practices are executed through coordination between Midshipman leadership, the Officer Representative (O-Rep), the Department of Seamanship and Navigation (SEANAV), and WFR. The Squadron regularly conducts briefs, classroom trainings, ceremonies, and other events to meet their needs.

This extracurricular activity (ECA) meets during sports period in both the Fall and Spring semesters and is therefore intramural exempt per COMDMIDNNOTE 1710.

GOVERNING INSTRUCTIONS

YPRON falls under the direction of ECA Instruction COMDTMIDNINST 1710.14 (series). It is designated a high-risk ECA by COMDTMIDNINST 6110.4 (series).

The Squadron operates Yard Patrol Craft with strict adherence to Standard Operating Procedures DIVPRODEVINST 3120.2 (series).

YP underways are conducted under the supervision of Officers, Enlisted, and Midshipmen that have been OIC/Craftmaster-qualified through the path outlined in DIVPRODEVINST 3511.1 (series). They are authorized to wear their insignia per COMDTMIDNINST 10123.1 (series).

Movement orders and excusal lists are generated as directed by COMDTMIDNINST 4653.1 (series), with corresponding ORMs filled and submitted as required by COMDTMIDNINST 3058.1 (series).

Parade underways are executed under the direction of a parade instruction promulgated by the Deputy Commandant for Professional Development.

LEADERSHIP

The Squadron is led by one Midshipman-Lieutenant (Three-Stripe) Commodore and a Midshipman-Lieutenant Junior Grade (Two-Stripe) Chief of Staff. The Commodore and Chief of Staff will double as the President and Vice-President of the ECA, respectively.

A Training Officer, Navigation Officer, Wardroom Officer, Treasurer and Public Affairs Officer assist in the execution of Squadron-level tasks. An Operations Officer may be stood up as well to suit semester-specific needs.

The Commodore is the first-class Midshipman who is responsible for all facets of Squadron training, operations, and policy. One of his/her primary duties is coordination with SEANAV and WFR. The Commodore is assigned to the Brigade Staff and reports directly to the YPRON O-Rep. The Commodore's immediate subordinate is the Chief of Staff. The Squadron Chief of Staff and all Pennant Commanding Officers report directly to the Commodore.

The Chief of Staff (CoS) is the first- or second-class Midshipman responsible to the Commodore for the execution of all staff work. He/she also serves as the Squadron Executive Officer. The CoS's overarching responsibility is the effective and timely completion of preparations for MOs, the maintenance of the training system, and such other staff work as the Commodore may direct.

The Squadron Training Officer (TRAINO) is responsible for the maintenance of the Squadron qualification tracker and the OIC qualification system. Additionally, TRAINO is responsible for the training plans used by Squadron during weekly underways and movement orders (MOs). He/she should coordinate regularly with the Commodore to ensure scheduled underways are meeting training plans and will progress the baseline knowledge of all members.

The Squadron Navigator (NAV) is responsible for the timely and accurate preparation of the navigational charts used by the Squadron both within the OPAREA and outside it during movement orders. Additionally, NAV creates navigational exercises in conjunction with the Squadron Training Officer. The individual pennant navigators report to NAV, when appointed.

The Squadron Wardroom Officer is responsible to the CoS for the organization and provision of goods in the Squadron wardroom, steel beach picnics, change of command ceremonies, dining outs and other such duties as the CoS may direct. The Wardroom Officer may also work hand-in-hand with the appointed Treasurer to manage MWF funds and procure the materials required for these duties using ECA money.

The Public Affairs Officer (PAO) is responsible for the ECA's interaction with the Brigade, alumni, and family. The PAO will manage all of YPRON's public interactions, to include social media accounts and intranet webpage. The PAO will take point when YPRON is asked to interact with any media outlets or special guests.

The principle pennant-level staff positions are the Commanding Officers and Executive Officers. The number of pennants stood up may vary depending on the size of the ECA and the scale of

certain movement orders. COs and XOs may appoint additional staff members at the pennant-level to assist in their goals, but they will not be considered ECA staff members, nor will they participate at staff meetings.

Pennant Commanding Officers (CO) are responsible to the Commodore for the execution of Squadron training, operations, and policy aboard their individual pennants. They lead a crew of up to thirty Midshipmen. They will work hand-in-hand with the NAV to ensure timely completion of charts for their respective pennants.

Pennant Executive Officers (XO) are responsible to the Pennant CO for the creation and implementation of ship's bills, to include underway and inport watchbills, colors watchbills, meal rotation, sweepers, and berthing. He/she will be the link between the crew and the CO. The XO will be available to fulfill duties as the CO directs, and will assume command in the absence of the CO.

SCHEDULE

Underway YP training operations are typically held at least twice per week. Other weekdays are utilized as necessary for staff meetings, classroom training, and to address other needs as the Commodore or Chief of Staff directs.

The YP Squadron will designate and maintain a roster of Midshipmen to participate in parade backdrops during parade practices and formal parades. These Midshipmen will be required to attend meetings and practices during parade time.

YP movement orders are typically scheduled two to three times each semester and are executed by the Midshipman staff under guidance from the SEANAV-designated Officers-in-Tactical Command (OTCs) and Officers-in-Charge (OICs).

A change of command ceremony is held every semester to formalize the change of Commodore and COs. This ceremony captures the significance of the leadership responsibility given to the Midshipmen involved, and should be planned by the incoming staff on behalf of the outgoing staff.

PERSONNEL QUALIFICATION

A great emphasis is placed on the achievement of the Yard Patrol Craft Officer-in-Charge qualification. Midshipmen may choose to pursue this at any time, and should be assisted by senior YPRON staff and involved Officers.

The qualification process is detailed in DIVPRODEVINST 3511.1 (series), and involves the following:

1. Completing the Job Qualification Requirements (JQR).
2. Completing the VMS and/or Pathfinder JQR and corresponding exam for the 676- and/or 703-class YPs, respectively.
3. Passing the navigation exam.
4. Passing the rules of the road exam.
5. Passing the Standard Operating Procedures (SOP) Exam.
6. Passing a formal Shiphandling Assessment (SHA).

Upon completion of the qualification, Midshipmen are authorized to wear the Officer-in-Charge insignia on their uniform up until graduation.

Those seeking to retain permanent designation of the qualification after commissioning may choose to in accordance with DIVPRODEVINST 3511.1 (series).

DISBANDMENT CRITERIA

The Yard Patrol Squadron will disband if its membership (full- and part-time) drops below twenty Midshipmen in accordance with COMDTMIDNINST 1710.14 (series).

A roster will be kept by the Chief of Staff and updated every semester and interest forms will be sent to the Brigade at least once per semester.

SUPPORT

Training of the Squadron and conduct of operations is overseen by the Division of Professional Development (PRODEV) and is supported by SEANAV and WFR. Officer Representative is normally a collateral duty assigned to a SEANAV staff Officer. The Officer Representative is responsible to the SEANAV Operations Officer. The Squadron is required to follow policy and procedure set forth by these authorities onboard the YPs, including qualifications, certification, and operational standards.

The Squadron also maintains an account with the Midshipmen Welfare Fund IAW COMDMIDNINST 7041.1 (series).

Last Revised: 1 Oct 2019

**United States Naval Academy Yard Patrol Squadron
BY-LAW INSTRUCTION**

FULL & PART-TIME MEMBERSHIP

At the start of every semester, the Squadron leadership will gauge participation interest from the Brigade and create a roster of involved midshipmen. Members will have the option to choose between full- and part-time participation.

Full-time members will:

1. Be given an intramural exemption.
2. Be required to attend all meetings and events.
3. Be given priority to sign up for movement orders.
4. Have the ability to vote for Commodore.
5. Have an assigned pennant for underways.
6. Lose full-time status if their attendance drops far below acceptable criteria, as documented by the pennant CO and/or Commodore.

Part-time members will:

1. Not be given an intramural exemption.
2. Attend meetings and events at their own discretion.
3. Have an assigned pennant for underways.
4. Be given the opportunity to sign up for movement orders before the rest of the Brigade.

ELECTION OF COMMODORE

The election of the Commodore will take place no later than Thanksgiving Break in the Fall semester and Spring Break in the Spring semester. The election process is detailed in YPRONINST 5320 (series).

SELECTION OF STAFF MEMBERS

After the Commodore is selected, he or she will select a Chief of Staff. All other midshipman staff members will be chosen by the Commodore and Chief of Staff. Every member, full- and part-time, should have the opportunity to put their name up for consideration. This includes prior members who are studying away from USNA when the selections are being made.

The Commodore may remove a staff member from his/her position for a compelling reason and with support from the Officer Representative.

REMOVAL OF MEMBERS

If any member severely abuses their privilege of participation in YPRON or becomes a detriment to morale and the welfare of other members of the team, the Commodore and Chief of Staff may call a staff meeting to discuss removal from participation. The meeting will include all available staff members and full-time OIC-qualified members. The members of this meeting will vote to remove the midshipman from participation in YPRON.

The Commodore will bring an affirmative decision to the Officer Representative, who will have the final say in the matter. If removed, the midshipman will no longer have full- or part-time membership and will have their intramural exemption revoked immediately. The midshipman will have the opportunity to appeal to the O-Rep for return the following semester.

REVISIONS AND NEW CONSTITUTIONS

Any changes or new constitution should be generated by the Commodore and Chief of Staff. The new draft will be approved unanimously by the current staff and all full-time OIC-qualified midshipmen. Once unanimously approved, the O-Rep will verify it is ready to be sent to the Brigade ECA Officer. The Commodore, serving as the ECA President, will then send the document to the ECA Officer and ensure it is catalogued properly.

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